

FINANCE DEPARTMENT

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '10		QUARTER ENDING 31 DEC '10		QUARTER ENDING 31 MAR '11		QUARTER ENDING 30 JUN '11	
				<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>
1.FINANCIAL MANAGEMENT 1.1COMPILATION OF BUDGET & ADJUSTMENTS BUDGET	Prepare budget plan for 2011/2012	Council resolution obtained 31/08/2010	1	1							
	Revenue projections for next 3 years	Document available	1					1			
	Amendment of budget related policies	Finalized in February 2011	1					1			
	Complete draft budget and table to Council	Draft budget and minutes of meeting	1					1			
	Advertise draft budget	Advertisement available	1							1	
	Budget consultation process with communities	Number of meetings	2							2	
	Final budget approved by Council	Final budget available	1							1	
	Submission of budget to NT	Copy submitted	1							1	
	Submission of budget returns to NT	Copies submitted	1							1	
	Prepare and table adjustments budget	Adjustments budget	1					1			
1.2COMPILATION OF FINANCIAL STATEMENTS	Compile financial statements for 2009/10	Completed statements	1	1							
	Compile Annual Report for Finance Department	Report available	1			1					
1.3 AUDIT REPORT	Receive and comment on audit report.	Report to Council	1					1			
	Forward Council's comments and actions on findings in audit report to MEC & Auditor-General	Letter available	1					1			

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1.4 FINANCIAL REPORTING	Monthly Financial Report to Mayor	Reports	12	3		3		3		3	
	Report on Service Delivery and Budget Implementation Plan	Reports to Council by Mayor	3	1		1		1		1	
	Report on Cash Flow and Staff Benefits	Reports done to Executive Committee	4	1		1		1		1	
	Mid-year Budget and Performance Assessment Report	Report available on 15 January 2011	1					1			
	DoRA reports on all grants	Submitted monthly	12	3		3		3		3	
	Bank Reconciliations	No. of recon statements	12	3		3		3		3	
	Posting of all accounts to ledger	Monthly reports	12	3		3		3		3	
1.5 CASH FLOW MANAGEMENT AND INVESTMENTS	Prepare Annual Cash Flow document	Cash Flow document	1	1						1	
	Revise Cash Flow quarterly	Revised Cash Flow document	4	1		1		1		1	
	Investment of surplus funds	Amount of idle cash in current account	4	1		1		1		1	
1.6 DEBTOR MANAGEMENT AND CREDIT CONTROL	Finalization of rates payers debtors book and writing off of bad debts	Report to Council	1	1							
	Monitor the implementation of credit control policy	Report monthly to ExCO	12	3		3		3		3	
	Monitor debt collection targets	Report monthly to ExCo	12	3		3		3			
1.7 ADMINISTRATION OF PAYROLL AND CREDITORS	Payment of salaries and allowances	Actual payment	12	3		3		3		3	
	Payment of creditors	Letters of complain received	24	0		6		6		6	
1.8 SUPPLY CHAIN MANAGEMENT	SCM reports in terms of SCM Regulations	Submitted monthly	12	3		3		3		3	
	Compile database of suppliers	Database available	1	1		1					
	Report on SCM implementation	Report to council	1	1							

2. <u>STAFF MANAGEMENT</u>	Departmental meetings held	Number of meetings	6	1		2		1		2	
	Feedback sessions with staff in terms of job descriptions	Number of staff	11			11					
	Team building exercise	Number of exercises	2			1		1			